

Chapter 11

Manuscripts

Articles, manuscripts, and publications documenting ARS research efforts and their publication in the Department and Agency series should be prepared and submitted in accordance with procedures.

Abbreviations: See Appendix for commonly used acronyms and abbreviations.

References: P&P 152.1 - Manuscript and Abstract Clearance for Non-USDA Media
P&P 152.2 - Authorship of Research and Technical Reports and Publications
Research Management Information System (RMIS) User's Manual,
Chapter 5 (www.npstaff.ars.usda.gov)
MacSoft or VsCom for windows Manual (Software access to RMIS)
ARS 533 - Manuscript Peer Review Form
ARS 115 - Request to Submit Manuscript for Publication
RMIS for Dummies

Cross References: Chapter 15 - Records Management
Chapter 16 - Research Management Information Systems (RMIS)

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NPA Policy on ARS-115, Request to Submit Manuscript for Publication

P&Ps

152.1 - Manuscript and Abstract Clearance for Non-USDA Media
152.2 - Authorship of Research and Technical Reports and Publications

Interpretive Summary

Interpretive summaries (IS) are critical to the ARS-115 program and should be written to relate the meaning or value of the research in terms understandable to the general public. The Agency uses them for decision-making about resource allocations, budget development, program planning, technology transfer, and communications with Congressional and Executive Branch policy makers. An interpretive summary should cover:

- The rationale for the problem that is being solved or studied.
- What was accomplished; not what was done.
- Significance of the accomplishment, as specific as possible, including impact on science and benefits to farmers and consumers, etc. Include any subsequent advancement of technology.

P&P 152.1, Exhibit 3, shows an example of an acceptable interpretive summary.

Peer Review

Form ARS-533 is required from two or more peers from outside the author(s) research unit. At least one peer must be in a location other than that of the author(s). The author(s) is strongly encouraged to get a review by a scientist who is not employed by ARS. Peer review comments must be addressed by the ARS scientist - either on the form or in a separate memo when ARS-115 is submitted to the CD/LC. Manuscripts are approved at the Location level unless it is a sensitive issue. When it is a sensitive issue, copies of manuscript (copied two sided), ARS-533's and ARS-115 are sent to Area Director for approval.

NOTE: If the senior author is non-ARS, the first ARS scientist is responsible for assuring that an acceptable review is obtained. The clearance process may deviate from ARS procedures if comparable evaluation is achieved by a system used in a cooperating institution and should be noted in the cover letter sent to the CD/LC.

Support Scientist and Technician Authorship

Authority to approve authorship by employees who do not occupy research or service scientist positions (Category 1, 2, and 4) resides with the CD/LC or RL if no CD/LC is at location, but the order of names on a multi-authored article will be decided by the group responsible for the research. Each author must have participated sufficiently in the work to take public responsibility for the content of the article to include the following (P&P 152-2):

- *conception or design, or analysis and interpretation of data, or both; and
 - *drafting the article or revising it for critically important intellectual content;
 - *and final approval of the version to be published.
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Authorship Involving More than One Area or Research Unit The 115 must be entered into the RMIS system by the Research Unit hosting the CRIS project. The hard copy of the 115 should be reviewed and approved by the RL(s) of the other ARS authors before it is electronically forwarded to the next level (CD/LD or Area Office-if sensitive).

Patentable Information An ARS-115 need not be submitted for a patent when the information is not being presented in any other form at that time. However, if information is being published or presented that has patentable information, the ARS-115 block "Due to patent potential, is retention of intellectual property rights desired?" would be marked "YES."

If "YES", the ARS-115 will be held in the ARS "ACTIVE" database during the review process by the Patent Advisor. While in the ARS "ACTIVE" database, the publication may be viewed by anyone in ARS. The publication will be moved to TEKTRAN either after a patent has been filed or a determination made that no patent will be filed and at that time may be viewed by anyone who has access to TEKTRAN.

Sensitive Designation See list of sensitive issues. This list applies to all publication types listed on Page 9. The RL must note, with the signature, "Yes" or "No" as to whether the ARS-115 should be considered sensitive. Each level of approval (CD/LD/AD) must also note with the signature a determination on sensitive material. Each has the individual option of determination, and may not agree with the preceding decision.

NOTE: The sensitive designation serves to notify the AD and NPS of research in these important areas. Rarely are manuscript approvals substantially delayed by this process.

Rejections by Journal Occasionally, a manuscript is submitted to a second or third journal following a refusal from the first journal. An ARS-115 is required for each submission. Refer to "Modifying an Active 115", make the required changes, and mark "YES" in the field "Prev Submitted."

Disclaimer When proprietary or brand names are used, add the following disclaimer:
 "Names are necessary to report factually on available data; however, the USDA neither guarantees nor warrants the standard of the product, and the use of the name by USDA implies no approval of the product to the exclusion of others than may also be suitable."

**List of Sensitive Issues for ARS Manuscript Review
and Approval by National Program Staff
May 2000 (Revised)**

1. Creation of transgenic food or feed organisms by genetic engineering (human-directed splicing, altering, deletion, antisense reassembly, or other asexual recombining of DNA or RNA, including subsequent activities to regenerate whole transgenic organisms from cells or tissues, or to transfer genetically-engineered DNA from one organism to another to enhance its potential utility).
2. Studies of genetically engineered organisms in the field, especially studies of the potential for gene escape, or effects of transgenic organisms on non-target species, or development of resistance of pests or pathogens to genetically engineered "plant pesticides."
3. Cloning of animals by somatic cell nuclear transfer.
4. Somatic cell fusion to recombine DNA in ways that cannot be achieved through sexual crossing.
5. Mutagenic/carcinogenic materials and detection methods.
6. Plant, microbial and animal patent policy.
7. Agricultural practices with negative health and environmental consequences, eg., global warming; contamination of water by hazardous materials (nutrients, pesticides, and pathogens) exceeding health advisory or maximum contamination limits; animal feeding operations or crop production practices that negatively impact soil, water, or air quality in terms of public health/environmental policy, etc.
8. Boll weevil eradication program.
9. International plant germplasm policies.
10. Research findings and recommendations that would be contrary to current dietary guidelines or may be used in food labeling.
11. Megadoses of nutrients that may be beneficial to human health/nutrition.
12. Radiolytic products in food.
13. Harmful microorganisms and their products (e.g., aflatoxin, mycotoxin, fumonisin, Salmonella, E. Coli) in agricultural commodities (crops and animals) or in food with significant public health/policy implications (NPS will clear also with FSIS).
14. Pesticides or animal drugs in foods above approved tolerance levels.
15. All transmissible encephalopathy (TSE) research.
16. Herbicide-resistant crop plant research.

17. Animal well-being/animal use.
18. Biological items that may affect trade and export negotiations, e.g., fire blight in apples, TCK smut, insect infestations in export products, etc.
19. Narcotic plant control.
20. Methyl bromide topics that relate to policy and/or regulatory actions.
21. Medfly/Malathion replacements.
22. Any technical issue that is likely to affect policy and regulatory matters in other agencies/departments, the health/well-being of the public at large, and/or invoke intense public perceptions and concerns.
23. Antibiotic/Antimicrobial Resistance.
24. Bioterrorism/Attacks on Agriculture

Function Keys

Click on desired key for PF1 - PF16. The PF17 - PF32 keys can be accessed by pressing the SHIFT key and clicking on the PF1 - PF16 keys.

Example:

PF17 can be accessed by pressing the SHIFT key and clicking on the PF1 key.

To select...	Click on	To select...	Press the SHIFT key and click on
1	1	17	1
2	2	18	2
3	3	19	3
4	4	20	4
5	5	21	5
6	6	22	6
7	7	23	7
8	8	24	8
9	9	25	9
10	10	26	10
11	11	27	11
12	12	28	12
13	13	29	13
14	14	30	14
15	15	31	15
16	16	32	16

**Agricultural Research Service
RMIS - ARS- 115 Input Form**

Project Number:

Person Submitting Request (DOE JOHN R): **--Research Leader--**

Scientist to Contact (JOHN R DOE):

Phone Number: ()

Fax: ()

E-mail:

Manuscript has been: Peer Reviewed: **YES / NO** (attach copies of ARS-533s)

Cleared by Cooperative Agency/Institutes: **YES / NO**

Abstract Only: **YES / NO**

First Formal Report other than Abstract: **YES / NO**

Title of Manuscript: (limited to 3 lines of 75 characters)

Journal or Equivalent: (limited to 1 line of 75 characters)

Previously Submitted: **YES / NO**

Publication Type: (circle one)

J = Peer Reviewed Journal
B = Book/Chapter
T = Trade Journal
R = Review Article
P = Proceedings

A = Abstract
L = Literature Review
M = Monograph
E = Experiment Station
O = Popular Publication

G = Germplasm Release
V = Government Pub.
N = Research Notes
X = Other
Z = Patent Application

Patent Information:

Due to patent potential, is retention of intellectual property rights desired: **YES / NO**

if yes, submit a hardcopy of 115 to your patent advisor.

Authors:

(DOE JOHN R)

Authorship Employer

01

02

03

04

05

Principal Users of Information:

☐

Scientist

☐

Extension Service

☐

Producer

☐

Other (specify): _____

☐

USDA Action Agency: _____

☐

Other Gov't Agency (federal, state): _____

☐

Industry (name or description): _____

Interpretive Summary: (limited to 25 lines of 75 characters)

NOTE: IF INFORMATION IS PATENTABLE, DO NOT ENTER INTERPRETATIVE SUMMARY; HOWEVER, AN EXPLANATION IS REQUIRED.

Technical Abstract: (limited to 25 lines of 75 characters)

NOTE: IF INFORMATION IS PATENTABLE, DO NOT ENTER ABSTRACT; HOWEVER, AN EXPLANATION IS REQUIRED.

Matrix for Completion of ARS-115s

Code	Type	Abstract Only *	First Formal Report **	Inter. Summary	Technical Abstract	Peer Review
J	Peer Reviewed	No	Yes	Yes	Yes	Yes
G	Germplasm Release	No	Yes	***Yes	Yes	No
A	Abstract	Yes	No	No	Yes	No
P	Proceedings/Symposi	Yes	**No	No	Yes	Yes
B	Book/Chapter	Yes	**No	No	Yes	Yes
R	Review Article	Yes	No	No	Yes	Yes
X	Other	Yes	**No	No	Yes	No
N	Research Notes	Yes	No	No	Yes	Yes
L	Literature Review	Yes	No	No	Yes	No
V	Government	Yes	**No	No	Yes	Yes
T	Trade Journal	Yes	No	No	Yes	Yes
M	Monograph	Yes	**No	No	Yes	Yes
E	Experiment Station	Yes	**No	No	Yes	Yes
O	Popular Publication	Yes	No	No	Yes	Yes
Z	Patent Application	Yes	No	No	Yes	No

* If the publication is an "Abstract Only," mark that block on the ARS-115 "YES", and the "First Formal Report Other than Abstract," "NO."

** If the publication is a "First Formal Report Other than Abstract," mark that block on the ARS-115 "YES" and the "Abstract Only," "NO" and an "INTERPRETIVE SUMMARY" is required.

The ARS-115 "Abstract Only" and "First Formal Report Other than Abstract" blocks cannot both be marked "YES" or both "NO."

*** Germplasm Release is considered "First Formal Report," however, an Interpretative Summary need not be written. Enter statement such as "This is a Germplasm Release, no Interpretative Summary Required."